



The screenshot shows the West Sussex County Council Property Portal. At the top left is the council's logo. A navigation bar contains links for Home, Sign Out, Find An Establishment, Establishment Details, and Help. Below this is a welcome message and the user's login status (COMMISSION). The main content area is divided into three columns: 'Access the Portal' with a link to 'Find An Establishment'; 'Property Portal' featuring four photographs of various buildings; and 'Useful Links & Documents' listing resources such as 'Addresses for Establishments.htm', 'Asbestos Guidance & Monitoring.docx', and 'Atrium sign up request'.

Atrium Property Portal User Guidance



1 Property Portal Guidance

This document provides guidance on viewing drawings & documents for the WSCC property estate via a secure website. If you do not have or are unaware of a login for your department please email propertyrecords@westsussex.gov.uk in order to receive the login details to the Portal. Once you have received your login details, the guidance below can be followed.

Portal viewing requirements - Java version 1.5 or later.
Require an update or unsure, then please hold Ctrl & click on the icon



Please be aware that the screen prints below are for guidance purposes only and may not represent the finished website design.

2 Sign on

Welcome Page – The Portal link is below:

<http://buildings.westsussex.gov.uk/PropertyPortal/faces/index.jspx>

The screenshot shows the West Sussex County Council Property Portal homepage. At the top left is the council logo. Below it is a navigation bar with 'Home | Sign In' and 'Help'. The main content area is divided into three columns. The first column, 'Access the Portal', contains a link '> Sign In to the Portal'. The second column, 'Property Portal', contains four images of various buildings. The third column, 'Useful Links & Documents', contains a list of links: '- Addresses for Establishments.htm', '- Asbestos Guidance & Monitoring.docx', '- Assessing NET capacity of schools', '- Atrium sign up request', '- Building Contract Directives', '- Establishment Search', '- FUSION MAPS', '- Planning Portal', '- Public Data Store', '- School Net Capacity Guide.pdf', '- Staff User Guide.pdf', and '- Troubleshooting Guide'.

Before signing in there are quick internet links available, on the right hand-side.

(Note: the Username and password is upper-case with no spaces).

2.1 Username and Password changes / resets

If you require a username or password change or reset please email propertyrecords@westsussex.gov.uk (or for Schools your first port of call is to speak with the Head teacher)

Property Search and filters

The current features available for searching include an intuitive search bar that brings back Property names and an Establishment type filter above. The Holders and Surveying Area filters are to be replaced with a Parish and Property ref. filter in due course.

Establishment Name	Establishment Types	Holders
1 Sheepfold Avenue Rustington	Residential Adults Learn Dis	Adult Services
10 Wick Farm - Holding 210	Agricultural - Smallholding	County Treasurers Group
114 Becket Road	Residential Adults Learn Dis	County Treasurers Group
12 Durrington Lane	Education - Special Schools	Children and Young Peoples Services
14 St Botolphs Road	Residential Adults Learn Dis	Adult Services
143 Brighton Road	Residential Adults Learn Dis	Adult Services
3/4 Colonnade House	Commercial - Information Shop	Children and Young Peoples Services
38a Marjorie Cobby House	Residential - Tenanted House	Adult Services
38b Marjorie Cobby House	Residential - Residential	Adult Services

Property Homepage

Property pages depending on data available will provide different sets of information, this can range from: -

- Floor plans
Floor plans are derived and maintained in the property & Asset Records team for a number of reasons. [Click here for more info.](#)
- Property Development Plans
The Facilities Management team work with properties to advice and correlate a report, this is stored on the Portal for all stakeholders to view and act on.
- NET Capacity Reports
The School admissions team manage these and liaise with Schools in order to maintain suitability of building spaces for the appropriate purpose.
- Asbestos Register Extracts
The Property & Asset records team ensure any surveys received are reflected on the Atrium database. Under the HSE Control of Asbestos Regulations, WSCC as Landlord have a responsibility to manage asbestos.
- Asbestos floor plans
See floor plans description above
- Asbestos Monitoring log reports
Asbestos registers require annual and sometimes 6-monthly monitoring to ensure surveyed samples have not been disturbed (a guidance document is available on the welcome page of the Portal before you login)
- Site photos
Photos can be added against any of our properties
- RRO's
RROs are notices submitted to us under The Regulatory Reform (Fire Safety) Order 2005. The enforcing authority of WSF&RS visit our non-domestic sites and review the fire safety status of any occupied building. On completion of each site visit they send out a report on findings.

If there are any 'actionable' items, then the report is deemed a deficiency notice and we in FM are given timescales within which to respond/remedy these items. If they are not met then we run the risk of closure.

- Fire Risk Assessments (FRA's)

-

The screenshot shows the West Sussex County Council logo at the top left. Below it is a navigation bar with links: Home, Sign Out, Find An Establishment, Establishment Details, and Help. The user is logged in as LSIMMONDS. The main content area is titled 'All Saints CEP (Aided) School'. It is divided into two columns. The left column, 'Establishment Details', lists: Establishment Type: Education - Primary Aided CoE; Holder: Children and Young Peoples Services; Tenure: Freehold; Reference: 00990. There is a small circular logo for All Saints CE Primary School and a link 'Click image for full size version'. The right column, 'Useful Links & Documents', lists: > Asbestos Monitoring Log; > Asbestos Register Extract - 990-LOGO; - FINAL PDP MEETING ALL SAINTS 2012.13.pdf; - Final PDP Report 11-12 All Saints Primary; - Floor and Site Plan - 00990; - Net Capacity Report. Below this are sections for 'Sites' (All Saints CEP School - [Site]) and 'Establishment Information' (+ Net Capacity).

Navigating to Buildings and Rooms

To view the list of buildings under the relevant establishment you can click on the Site Name and continue to click on a specific building for measured areas that align with the CAD floor plans.

The screenshot shows the navigation bar with links: Home, Sign Out, Find An Establishment, Establishment Details, Site Details, and Building Details. The user is logged in as LSIMMONDS. The main content area is titled '> Fishbourne CE Primary School - Main School Building'. It is divided into two columns. The left column, 'Building Details', lists: Edit Alternative Name; Alternative Name: Fishbourne CE Primary School - Main School; Building Name: Building; Building Reference: Operational; Operational Status: Operational; Gross Internal Area(m2): 1,076.54; Gross External Area(m2): 1,118.88. The right column contains a photograph of the school building and a link 'Click image for full size version'.